

ADMINISTRATIVE - INTERNAL USE ONLY

EYES ONLY

ORD-493-80

10 April 1980

MEMORANDUM FOR: ORD Career Service Panel

FROM :

25X1

Chief, Contracts Staff, ORD

SUBJECT :

^{25X1}
Recommendation for Promotion -
GS-06 to GS-07

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1. It is recommended that [] be promoted from a GS-06^{25X1} to a GS-07.

2. [] is a Secretary-Stenographer^{25X1} serving in an approved GS-07 Secretary-Stenographer position for which she is fully qualified. [] is a former Agency employee, having served in a variety of assignments including overseas duty. She reentered on duty with the Agency on 9 January 1979.

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3. [] has progressed from the junior clerical position to the senior secretarial position, responsible for all clerical activities for the Staff. In this capacity, she is responsible for clerical office management, supervision of secretarial personnel, document flow and control, and work priorities. She is a self starter who has quickly assimilated the myriad details, procedures and language peculiar to industrial contracts.

4. In her capacity as Secretary-Stenographer, her performance is characterized by extraordinary proficiency. Her job related knowledge, skill and ability is highly developed. As a supervisor of the Clerk-Typist, she demonstrates firm leadership and is an excellent, patient and persevering instructor.

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Approved

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5. It is a tribute to her ability and initiative that this Staff was enabled to complete a record number of fourth quarter actions during the period July through September. She has worked considerable overtime hours, both evenings and Saturdays, in order to keep our ever increasing workload current. Moreover, for a period of two months, November 1979 to January 1980, the Clerk-Typist position was vacant, throwing the entire secretarial and clerical workload on

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is innovative; she thinks about the various tasks she performs, rather than doing everything mechanically. As a result, some procedures have been modified or discontinued resulting in improved document control, producing more lucid reports and eliminating the superfluous copies of internal correspondence. All of this has resulted in greater efficiency in the flow of contract work.

6. I strongly recommend that formal recognition of her performance be made to in the form of a promotion.

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APPROVAL FOR THE ORD CAREER SERVICE PANEL:

25X1

	Chairman, CSP/ORD	Date
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